

Wright County Community Action, Inc.
Head Start/Early Head Start Policy Council Meeting Minutes
September 17, 2024

Members Present:

JorDyn Bresinger, Annandale Representative
Paige Hasledalen, Buffalo 1 Representative, Secretary, MHSA Rep
Amanda Edwards, EHS Representative
Ashley Brownell, Monti 207/208 Representative, Vice Chair
Angela Tusler, Montrose Representative
Weendor Kamara, Otsego Representative, Chairperson
Nicole Schmitz, Community Representative
Kristin Otto, Community Representative
Rebecca Calvin, WCCA Board Member (non-voting)
Jennifer Greenhagen, WCCA Board Member (non-voting)

Members Absent:

Alexis Bixby, Buffalo 2 Representative
Sandra Rasmussen, Delano Representative
Omanah Bultman, EHS Representative
Briita Schwab, Howard Lake Representative
Fayu Chiri, Monti 206 Representative
Angela Susana Corado Padilla, Monti 209/210 Representative

Staff Present:

Dara Smida, Head Start/Early Head Start Director
Kelly Mayville, Head Start Nutrition Specialist

Guests Present:

Amanda Marx, newly elected Otsego Representative
Nicole Cantin, newly elected Buffalo 1 Representative

I. Determine Quorum/Call to Order/Introductions

The September 17, 2024 Policy Council meeting was called to order at 6:01PM by JorDyn Bresinger. A quorum was present, members introduced themselves, and the meeting began.

II. Consideration/Approval of September 17, 2024 Agenda

Policy Council members reviewed the revised agenda as presented.

Motion by Paige Hasledalen, second by Kristin Otto to approve the September 17, 2024 agenda. Motion carried.

III. Consideration/Approval of the August 20, 2024 Policy Council Minutes

Policy Council members reviewed the August 20, 2024 Policy Council minutes as e-mailed.

Motion by Nicole Schmitz, second by Ashley Brownell to approve the August 20, 2024 Policy Council meeting minutes as e-mailed. Motion carried.

IV. Consideration/Approval of the July 2024 Financial Reports

Staff and Policy Council members reviewed and discussed the July 2024 Financial Reports, including expenditures, credit card statements, and in-kind summary.

Motion by Amanda Edwards, second by Angela Tusler to approve the July 2024 financial reports. Motion carried.

V. Unfinished Business

None

VI. New Business

a. Hiring & Termination Memo

The Head Start Director presented a hiring and termination memo detailing staff hired or terminated since the last meeting. *Motion by Nicole Schmitz, second by Kristin Otto to approve the Hiring & Termination Memo as presented. Motion carried.*

b. Risk Reduction Plans

The Head Start Director and Policy Council members reviewed and discussed the Risk Reduction Plans, a requirement of state childcare licensing.

c. Emergency Preparedness Plans

The Head Start Director and Policy Council members reviewed and discussed the Emergency Preparedness Plans, a requirement of state childcare licensing.

d. CACFP Training

The Nutrition Specialist provided required annual CACFP training to members of the Policy Council.

e. CACFP Budget

Staff and the Policy Council reviewed and discussed the 2025 CACFP Budget.

Motion by Angela Tusler, second by Weendor Kamara to approve the CACFP Budget. Motion carried.

f. WCCA Agency Cost Allocation Plan

Staff and the Policy Council reviewed and discussed changes to the agency's Direct Cost Allocation Plan, which details how shared costs are allocated among programs in the agency.

Motion by Nicole Schmitz, second by to approve the WCCA Cost Allocation Plan. Motion carried.

VII. WCCA Board Report

Jennifer Greenhagen reported that Board members participated in CACFP training. The Board also discussed a plan for continuous engagement and the strategic plan.

VIII. Reports from Community Representatives, MHSA Representative, and Parents

- Nicole Schmitz reported that Milestones is still encouraging families to apply for pathway scholarships.
- Kris Otto reported that the County is participating in a Community Connect activity on October 17. The event will be held in Big Lake and is for Wright County and Sherburne County resources. The County is also holding car seat safety clinics. Call Public Health to make an appointment.
- Parents reported a good start to the program year. Two parents whose children transitioned to Kindergarten reported how comfortable they feel advocating for their child after their experience at Head Start.

- The Minnesota Head Start Association is holding a voter education training on October 20 for staff and parents who want to learn more about the voting process.

IX. Program Director's Report

a. ACF-OHS-PI-24-05 Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming

The Head Start Director shared a Program Instruction, which outlines the final rule to update the Head Start Program Performance Standards.

b. Updates from the Director

- Head Start currently has 135 participants enrolled. We need 165.
- We need a Teacher at the Montrose Head Start location.

c. Program Activity Report for August 2024.

The Head Start Director shared the program activity report for August 2024.

X. Schedule Next Meeting and Adjourn

a. The next Policy Council meeting is scheduled for October 15, 2024 at 6:00PM in-person and via Zoom.

b. The September 17, 2024 Policy Council meeting adjourned at 7:29PM.

Motion by Angela Tusler, second by Weendor Kamara to adjourn the September 17, 2024 Policy Council meeting. Motion carried.